East Central Railway

Office of the
General Manager(P)
Hajipur

No:- ECR/HRD/Gaz/254/AOM(Gr. B)/LDCE-30%/2023

Date 21.02.2023

Secy. to GM- for kind information of GM,
Dy.Secy. to AGM – for kind information of AGM.
PS-I to PCPO- for kind information of PCPO.
General Manager (P) CORE/Allahabad,
CAO/Con/South/MHX & CAO/Con./North/MHX
PCOM, PCCM & PCSO/ECR/HJP,
SDGM/ECR/HJP& PFA/ECR/HJP
DRMs/ECR-DNR, DDU, DHN, SEE & SPJ
Dy.CPO/HQ/ECR/HJP, Dy.GM (Law)/MHX/Patna
DRM(P)s/ ECR-DNR, DDU, DHN, SEE & SPJ
Sr. DOMs/DOMs/ECR-DNR, DDU, DHN, SEE & SPJ
Sr. DCMs/DCMs/ECR-DNR, DDU, DHN, SEE & SPJ
Sr. DPOs/ECR/ DNR, DDU, DHN, SEE & SPJ.
CWM/PD/ECR/DDU, WS/SPJ & CRW/HRT
Additional Registrar, RCT/Patna& PO/RCT/Patna,
Principal/ZRTI/E.C. Rly/Bhuli & MFP
CAM/DHN, CPM/RE/HJP & SPO/Con (IC)/MHX/Patna
APO(MPP)/ECR/HJP- for uploading on Website.
All Extra Divisional Units & General Secretary/ECRKU

Sub:-Selection for the post of Assistant Operations Manager (Group-'B') in Level-8 of Pay Matrix as per 7th PC against 30% quota.

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With the approval of General Manager, it has been decided to hold a selection LDCE for forming a **panel of 04 persons** for the post of AOM(Gr.-'B') against 30% quota over E.C.Railway, as per details given below:-

Selection	UR	SC	ST	Total
AOM (Gr.'B') 30%	03	01	Nil	04

As decided by Railway Board vide L/No. E(GP)2022/2/4 dated 28.06.2022, 06.09.2022& 04.10.2022, that 30% selection for promotion to Group 'B' posts in all Organised departments in the vacancy cycle beginning from 01.01.2023 to 31.12.2024 are to be conducted through the Centralised Computer based Objective type examination by NAIR.

(1) (a) Tentative date of Examination (CBT)-**14.05.2023**
(b) Venue of Examination (CBT) & Date of Viva-Voce- **Will be notified in due course**

(2) **Eligibility:-(As on 01.01.2023)**

(a) All non-ministerial Group-'C' staff of Operating Department in Pay Band Rs.9300-34800/- (PB-2) with Grade pay Rs. 4200/- & above and all running staff of Operating Department in Pay Band Rs. 5200-20200/- (PB-1) with Grade pay Rs. 2800/- (equivalent to the stationary post in Pay Band Rs. 9300-34800/- (PB-2) with Grade pay Rs. 4200/- & above as per RBE No. 92/2015) including those working in other Railways/Units/Construction or Project Organization on deputation having lien and seniority on East Central Railway, who have **completed minimum 5 years non-fortuitous service** in the above grade/grades as on **01.01.2023** are eligible to apply for the above mentioned LDCE for selection to the post of AOM (Group-'B').

NB:-However, Those Gr.-'C' employees who have been given financial up-gradation in Grade Pay 4200/- or above in PB-2 (9300-34800/-) under ACP/MACP are not eligible to volunteers for the above (LDCE) examination.

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(b) **The cut-off date of eligibility for candidates for 30% LDCE is 01.01.2023, which is same as in the earlier part selection of 70% Quota.**

(c) As per Railway Board's letter No. E(GP)2005/2/74 dt.13.03.08(RBE 40/08) in case of persons transferred at his own request to a new unit in the same category of post and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.

(d) Those Railway employees who have come own request transfer/mutual transfer and joined E. C. Railway after the cut-off date i.e. 01.01.2023 will not be eligible to appear in this examination.

(3) Eligible staff who desire to volunteer for the above LDCE may submit their application through proper channel to their respective Personnel Branch officer where they hold their lien.

(4) Eligible staff working in the Construction/Project Organization on deputation, training and any Ex-cadre Organization and having lien and seniority in ECR, who desire to volunteer for the above LDCE may also submit their application through proper channel i.e. their respective Personnel Branch officer, where they hold lien. The concerned Divisions/Units should send copy of notice to the staff who are on deputation after being released from that Divisions/Units.

(5) When an employee is holding an ex-cadre post, details of his/her post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned. It may be ensured that wide publicity is given to this notification amongst all the eligible staff. It is the personal responsibility of the personnel Officers/Controlling Officers of the Units to ensure that the notification reaches to all the eligible employee well in time.

(6) All the volunteers who fulfill the above mentioned conditions of eligibility will get the chance to compete in the said LDCE, without any restrictions to the number of eligible candidates to be allowed for appearing in the examination.

(7) The above LDCE will be based on the candidate's performance in writtenexamination, viva-voce & record of service. Only the candidates, who qualify in the examination and found medically fit for Safety category of AOM(Gr.B) as prescribed in Indian Railway Medical Manual will be called for Viva-voce test. The placement of the candidates in the panel will be based on their performance in writtenexamination, Viva-voce test and Record of service as per extant instructions of Railway Board and will be strictly as per merit.

(8) **Pattern of Examination:**

(i) The Examination will be conducted as per guidelines/instructions contained in Railway Board letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019), E(GP)2022/2/4, dt. 28.06.2022, 06.09.2022 & 11.11.2022.

The CBT/Written examination shall comprise of only one paper which shall have 100% objective type multiple choice question only. The paper will be of 150 marks and the distribution will be as under:-

a) Technical (Professional) subject:	80 marks
b) General knowledge including optional questions of 15 marks on official language Policy & Rules:	40 marks
c) Establishment and Financial rules:-	30 marks
d) Qualifying marks:-	90 marks
e) Duration of examination:-	03 Hours

All Objective type questions will carry equal marks. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

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(ii)Total marks and qualifying marks under the heading "Viva-Voce and Record of service" are as under:-

Head	Maximum Marks	Qualifying Marks
Record of Service -	25 } Total	30 in which 15 marks for Record
Viva-voce test -	25 } 50 marks	of service will be essential.

(9) Syllabus: In terms of Rly. Bd's Letter No. E(GP)2022/2/4 dated 07.11.2022, copy of syllabus for above selection is attached as Annexure-'B'.

(10) (a) The Controlling Officersshould give the wide publicity of this notification amongst the eligible staff under their control and ensure submission of applications by the candidates in the prescribed Proforma (Specimen Copy enclosed as Annexure-"A").

(b) The last date for submission of the application by candidates is 13.03.2023.

(c) The Controlling officers are also advised that applications submitted by the candidates (in prescribed proforma) must be forwarded to concerned Personnel Branch/Unit office by 15.03.2023.

(d) The applications should be scrutinized properly in Personnel Branch with the Service Record to avoid any factual errors and further complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'Personnel' Branch Officer to avoid any factual errors.

(e) All the scrutinized applications should be sent in a bunch through special messenger to Dy.CPO/Gaz. /ECR/ HJP on or before 22.03.2023 positively. Applications forwarded after the target date will not be entertained under any circumstances.

It may also be noted that application other than in prescribed proforma, having incomplete information or without signed by controlling officer and countersigned by Personnel branch officer will not be entertained.

(11) In case the service particulars furnished by the volunteers and certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteer will be liable to be cancelled at any stage and suitable departmental action will be initiated against him/her.

(12) ACTION TO BE TAKEN ON RECEIPT OF APPLICATIONBY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICERS:-

(a) The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars of the applications with the Service Records and other relevant records and certify the correctness of each column of the application. Without such certification, application received will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the Officer who will certify/verify. The Personnel Officer/Cadre Controlling Officer should invariably write "Checked and verified" in each and every application after checking and verifying the details duly attesting their signature and date of certification (the date of certification should invariably put in the application).

In case, the Personnel/Cadre Controlling Officers do not put the date after certification or merely forward the application without checking and verifying the details, the matter would be brought to the notice of PCPO and concerned PHOD for taking action against him.

(b) It may please be noted that Controlling Officers/heads of the Units have no discretion to entertain any application beyond the last date. The applications of the employees who are eligible, should only be forwarded after verifying theother relevant particulars and ineligible application should not be forwarded.

(C)The Personnel Officer/Cadre Controlling Officer should forward the scrutinized and checked applications in one bunch together under one covering letter furnishing the details in the following proforma addressed to Dy.CPO/Gaz./HQ by 22.03.2023 indicating therein the total number of applications forwarded. (The details should be sent in soft copy in (MS Excel format also as in the form given in item-D below). The applications rejected may be intimated to the individuals giving reasons thereof by the concerned Unit/Divn where lien and seniority of concerned staff held.

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Proforma:-

Sl. No.	Particular/details of candidates	To be filled
1.	Name of applicant	
2.	IPASS Number	
3.	HRMS ID	
4.	Designation	
5.	Mobile No.	
6.	Email.ID (clearly)	
7.	Place of posting	
8.	Division/workshop/unit	
9.	Controlling officer	
10.	DOB (DD/MM/YYYY)	
11.	DOA (DD/MM/YYYY)	
12.	Community (UR/SC/ST)	
13.	Date of regular promotion to Grade pay (4200/- & 4600/-)	
14.	Total service in (GP) Rs. 4200/- & above (GP Rs. 2800/- for running staff) in Operating Deptt. as on 01.01.2023	

(13) TRAINING OF SC/ST CANDIDATES:-

In terms of Railway Board's letter no. E(GP)2022/2/4 dated 18.10.2022, before conducting written examination, mandatory Pre-promotional training classes of 60 hrs./15 working days to all SC/ST eligible candidates will be arranged by the department concerned. PCOM/ECR/HJP will nominate JAG or above officer of Operating Department as an in-charge of Pre-promotional training for the SC/ST candidates. The in-charge of Pre-promotional training will intimate the date and venue of the Pre-promotional training to the eligible SC/ST candidates in due course.

If any SC/ST candidate refuse to undergo Pre-promotional training, a written undertaking should be obtained from him/her and the same may be sent to Dy.CPO(Gaz.)/ECR/HJP as well as PCOM/ECR/HJP. The Controlling Officers should ensure that the SC/ST candidates under their control are spared without fail on time to participate in such training.

The SC/ST candidates are also advised to insist their controlling officers, in their own interest to spare them for the said coaching.

(14.1) Duty of the in-charge of Pre-promotional training (Nominated by PCOM):-

(i) To inform in writing through special messenger to the concerned SC/ST employee with details of date, time & venue of training.

(ii) To obtain in writing unwillingness for training, if any, from the concerned SC/ST employees.

(iii) To arrange sparing of the candidates and liaison with respective Controlling Officers/Supervisors.

(iv) To chalk out training schedule and adhere to it.

(v) To ensure maintenance of daily attendance of SC/ST candidates on the attendance sheet, who attend the training.

(vi) After completion of such training, the in-charge of the Pre-promotional training will give a written report along with all supporting documents/papers including attendance sheet of SC/ST participants to Dy. CPO(Gaz)/ECR/HJP, immediately after completion of Pre-promotional training for records and further action. On receipt of compliance report of Pre-promotional training, written examination will be conducted.

(14.2) Duty of Controlling Officer:-

To spare the candidates under their control without fail in time with direction to participate in the Pre-promotional training as well as to appear in the written examination also.

Contd.... P/5

(14.3) Duty of concerned SC/ST applicant:-

(i) To arrange their sparing from duty by insisting their Controlling Officers in their own interest.

(ii) If any problem occurs in sparing, the candidate should report in writing to concerned in-charge of Pre-promotional training on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of Pre-promotional training and it will deemedto be refusal for the same.

(iii) Failure of concerned SC/ST employees to avail Pre-promotional training on any account including leave etc. will be considered on their part and no supplementary training will be organized in any circumstances.

(iv) No appeal will be entertained by GM(P)/ECR/HJP after completion of Pre-promotional training.

(v) After completion of Pre-promotional training, the in-charge of the Pre-promotional training will give a written report along with all supporting papers including attendance sheet of SC/ST participants to Dy.CPO/Gaz/HJP latest by 03.05.2023 for records and further action.

(15) The eligible staff should also be advised that no absentee written examination would be held for the absentees under any circumstances. As per rule, there is no provision of absentee exam in LDCE.

(16) The concerned Personnel Branch Officer & Controlling Officers should ensure the submission of service records and ACRs/APARs of last 05 years and DAR/SPE/Vigilance clearance in respect of staff declared qualified for the viva-voce in due course/immediately after publication of the result of written examination through special messenger to SPO/Gaz/ECR/HJP.

(18) The above selection will be held as per procedure laid down in Master Circular No. 68, governing promotion from Gr. 'C' to Gr. 'B' issued by Railway Board and the instructions issued time to time. The said Master Circular is available on website www.indianrailways.gov.in....>ministry of railway...>railway board .....>RailwayBoard →Directorates... >Establishment...>E(GP)circular Master Circular. The department/division/unit should ensure the compliance of instructions of item 15 of Master Circular- 68.

(19) Application received after the target date should not be entertained and the same should be disposed off at the Division/Extra Divisional level by rejecting them on account of late receipt under advice to this office.

Please acknowledge receipt.

DA:- (i) Proforma of application (Annexure 'A').
(ii) Syllabus (Annexure 'B')

21/2/23

(Alok Srivastava)
SPO/GAZ
For General Manager(P)/HJP

Annexure 'A'

PROFORMA OF APPLICATION AGAINST NOTIFICATION FOR THE POST OF AOM (Gr.'B') 30% QUOTA.

1. Information regarding candidate:

Sl. No.	Particular	Filled by candidates
01	Name of applicant (In Block letter)	
02	IPASS Number	
03	HRMS ID	
04	Designation	
05	Mobile No.	
06	Email.ID	
07	Place of posting	
08	Division/workshop/unit	
09	Lien at	
10	Controlling officer	
11	DOB (DD/MM/YYYY)	
12	DOA (DD/MM/YYYY)	
13	Educational Qualification	
14	Community (UR/SC/ST) (If yes SC/ST, a copy of caste/Tribe Certificate duly attested by a Gazt. Officer should be enclosed with application	

2. Date of appointment/promotion to the following grade on regular basis (6th PC):-

	Day	Month	Year
(a) In PB-I GP- 2800(for running staff only)			
(b)In PB-II GP-4200			
(c)In PB-II GP-4600			

3. Length of non-fortuitous service (Regular Promotion) to the following grade as on 01.01.2023.

	As on	Year(s)	Month(s)	Day(s)
(a) In PB-I GP- 2800(for running staff only)	01.01.2023			
(b)In PB-II GP-4200				
(c)In PB-II GP-4600				

4. Present pay & scale & Date of promotion to present scale. :-
5. Choice of language to answer the questions :-
   (English/Hindi). The candidate should indicate his/her choice, either any one of the above two language.
6. DECLARATION OF THE CANDIDATE:-
   I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

SIGNATURE OF THE CANDIDATE(HINDI) SIGNATURE OF THE CANDIDATE (ENGLISH)

(A) Forwarding of application (filled-up) furnished by the candidate to the Personnel Branch Officer by his/her controlling officer:-
The application is prescribed proforma duly filled-up by the candidate, Shri/Smt._____ Designation_____ received within the target date is hereby forwarded to his/her Personnel Branch Officer for verification with the service record available and for onward transmission to the General Manager (P)/ECR/HJP.

SIGNATURE OF CONTROLLING OFFICER
(With office seal & date)

(B) Certificate to be furnished by the Personnel Branch Officer:-
If the volunteer comes under the circumstances mentioned in Para 2 (c) of the notification the service rendered by immediate senior employee as on 01.01.2023 should be indicated invariably in the following format.

Sl. No.	Name(S/Shri) of immediate senior	Designation	Pay Band & GP	Year	Month	Day
			In PB-I GP 2800 (for running staff only)			
			In PB-II GP 4200			
			In PB-II GP 4600			

It is certify that the Service Particulars/Bio-Data furnished by Shri/Smt. ....., Designation..... in the prescribed proforma (Bio-data) have been verified with his/her service record and found correct.
The above mentioned candidate is eligible to appear in the said selection as per Notification and his/her applications are hereby forwarded to GM (P)/Hajipur for further necessary action.

SIGNATURE OF THE CADRE ('P' BRANCH)
OFFICER (With office seal & date)

Note:- The application with any column unfilled will be summarily rejected

21/2/23

Annexure - 'B'

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.

(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G)

Sub.: **Promotions to Group 'B' posts on Indian Railways - Introduction of Centralized Computer Based Multiple Choice Objective type examination (CBT) in all departments having Organised Services**

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above

M Saluja
07/11/22

(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.

2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.

3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.

4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.

5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.

6. The Railway Services (Conduct) Rules, 1966 and related instructions.

7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.

8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.

9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.

10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.

11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.

2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.

3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.

4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.

5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.

6. Financial & Cost Control in Railway Workshops/Sheds/Units.

7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.

8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.

9. Delegation of Powers.

10. Losses, Frauds and Embezzlements.

11. General Financial Rules

12. Government e-Market (GeM)

13. Classification of Railway Revenue (Earnings)

14. Information Technology in general with specific reference to Railway's IT Applications

15. Taxation matters with special focus on GST & Income Tax

16. Organization of CGA and C&AG

17. Any other topic felt necessary from time to time

6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention: -.
    - ❖ Engine Crew and Train Crew Schedule.
    - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
    - ❖ Power Plan: Assessment of Loco Requirement.
    - ❖ Movement of Dead Locomotives.
    - ❖ Management of Maintenance Schedule of Locomotives.
    - ❖ Shed and Traffic Outage of Locomotives.
    - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transhipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of Unit Trains and formation of Captive Rakes.
    - ➢ Block Train Operations.
    - ➢ Nominated Day Loading.
    - ➢ Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
    - ➢ Merry-Go-Round (MGR) System.
    - ➢ Engine on Load (EOL) System.
    - ➢ Mini/Two Point/Multi Point Rake System.
    - ➢ Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

Consignments.

- Maximum Moving Dimensions. *W*agon Census.
- IT applications: -

  ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)

  ✓ ICMS and Coaching Operations Information System(COIS)

  ✓COA

  ✓CMS

  ✓ SATSANG

  ✓ RTIS

- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
  - Improved Signaling and Inter-locking arrangement
  - SM's central and inter cabin control over route
  - Track circuit and Axle counters
  - Route Relay Inter-locking
  - Solid State Interlocking/Electronic Interlocking
  - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
  - Wheel Impact Load Detector (WILD)
  - End of Train Telemetry (EOTT) and its functions.
  - Centralised Traffic Control (CTC)
  - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP,SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.